

**Purpose**

This facility is especially designed to provide temporary efficient storage and reference service for UDOT inactive records, pending their ultimate disposition.

**Policy**

Records management is the foundation of an organization's ability to conduct business efficiently. All public and private organizations rely on records to conduct business and for reference purposes. A sound records management program generates a reassuring confidence of the knowledge that a system is in place to easily house, locate, protect and dispose of records in compliance with state and federal standards.

**Definitions****Records Officers**

Person(s) whose responsibilities include preparation and transfer of records generated from their division/section/unit, region or district.

**Records Transfer Sheet**

The form required by the State and UDOT Records Retention Facilities to accompany all inactive records when transferred to their custody. The form serves as a receipt of transfer, an accessioning tool, and a reference and agency retrieval document.

**Inactive Records**

Records with a reference rate of less than one search per month.

**Custody**

The guardianship, physical possession and protective responsibility of records within a Record Retention Facility.

**Classification**

Determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under Section 63-2-201(3)(b).

## **Procedures**

### **Central Records Retention Facility**

### **UDOT 05B-3.1**

**Responsibility:** Records Center Staff

#### **Actions**

1. Provides a protected area to prevent damage/loss and misuse;
2. Acts as custodian by assigning and maintaining available space for inactive records received;
3. Supplies, maintains and updates forms and instructions necessary for quick and efficient recovery of records;
  - a. Out Card Form
  - b. Records Transfer Tag
  - c. Records Transfer Sheet
  - d. Classification Work Sheet
4. Issues and retains original file copy of the assigned retrieval numbers and box locations of records stored;
5. Establishes improvement and management practices in regard to space, equipment and supplies for the creation and maintenance of the storage and services of the Record Retention Facility;
6. Provides a Records Recovery Program for the purpose of quick and efficient recovery of records in case of fire, flood, mildew, or any natural disaster;
7. Provides training or instruction to UDOT Records Officers regarding the care and transfer of their division records to the Retention Facility;
8. Follows guidelines set forth by the State Archives;
9. Publishes and provides UDOT Record Specific Retention Schedules to Record Officers;
10. Provides Utah General Retention Schedules to Record Officers;

**Responsibility:**      Originator of Record(s)

11.      Contacts division Records Officer for specific instructions when needed;
12.      Purchases archive boxes from Central Stores; Places records in archive boxes in a manner in which the originator may retrieve them easily upon request;
13.      Maintain the carbon copy of box numbers and box locations that are assigned and provided to the originator by Central Records;
14.      Ships records to the Warehouse Receiving area so that records can be fork-lifted and docked onto the mezzanine and into storage location position;
15.      When the originator needs to retrieve records that have previously been sent to the Facility for retention the individual will need the box number and location and may be called upon to assist with retrieval.